

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Assistant Director of Training for
Curriculum 1025 C of C

EXTENSION

NO.

STAT

DATE

12 September 1985

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/OTE

2.

DDTE

3.

C/CTD

4.

C/MATD

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C/IT

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12.

13.

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15.

I thought someone should capture what was agreed to. Changes invited.

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12 September 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Results of the ADD Steering Committee Meeting

1. The ADDs met on the attached agenda items on 11 September. Results of that meeting are based upon the notes that I took during the session, and information provided by OTE Staff who were in attendance.

2. The ADDs agreed that the Midcareer Course should be run four times a year and the class size should be reduced from 32 to 26 students. In addition, they agreed that the Course should be reduced to four weeks with a one week optional field trip.

3. There was lengthy discussion regarding the Career Trainee Program. The results of that discussion are as follows:

- (a) Reduce the length of the Career Trainee Development Program by about one week by eliminating redundancies in the Course on the DO portions. Mr. Hirsch agreed that the OTS portion of the CTDP should be reduced to one day, i.e. a field trip [redacted]

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[redacted] This training can be scheduled during their interim assignments. There was agreement that coverage needed to be provided in the program on the Office of Imagery Analysis. Mr. Kerr indicated that such coverage could be provided in the DI portion of the program.

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(b)

[redacted]

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CONFIDENTIAL

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Page Denied

SUBJECT: Results of the ADD Steering Committee Meeting

4. Although I left the meeting prior to the discussion on the Secretarial Training Program, I was advised that the ADDs approved the recommendations on changes in the Secretarial Training Program with one exception. They recommended that the Boss-Secretary Course be eliminated and relevant parts be introduced into other training programs.



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Assistant Director
of Training
for Curriculum

25X1

Attachment

SECRET

A G E N D A

AGENCY TRAINING STEERING COMMITTEE MEETING

WEDNESDAY, 11 SEPTEMBER 1985

1630 HOURS, ROOM 7E32 HEADQUARTERS

1. Midcareer Course Options (Attachment A).
2. Status Report on the Career Trainee Program and Reaffirmation of Projected Numbers for FY 1986. (Attachment B).
3. Secretarial Training Program (Attachment C).
4. Conferencing (Background will be forwarded at a later date or handed out at the meeting).

SECRET

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENTS